

Sending Documents to the Sentence Review Division

File Transfer Service

Informational Notice

Monday, January 23, 2017

- Regular email is not a secure method of communication. To enhance protection of the State of Montana's citizen sensitive information the [Montana Information Security Advisory Council](#) has approved an email policy that will prevent the sending of sensitive information without properly securing the email. This email policy will start in audit mode starting on January 30th. Audit mode means that if an email contains sensitive information the email will not be blocked, but a tool tip in Outlook will be displayed before the email will be sent. Should the email be sent a notification will be sent to the user as well as to the security team that an email with sensitive information was just sent.
- **What is considered sensitive information?**
 - ABA Routing Number (Bank Routing Numbers)
 - Credit Card Number
 - Drug Enforcement Agency (DEA) Number
 - U.S. / U.K. Passport Number
 - U.S. Bank Account Number
 - U.S. Individual Taxpayer Identification Number (ITIN)
 - U.S. Social Security Number (SSN)
- **What will happen should I send an email with the above sensitive information?**
 - A policy tool tip will display (similar to "Out of Office" tip that displays) within the email message before you hit send.
 - As of January 30th you will only receive a notification email, and the email will be sent. Once audit mode is turned off (scheduled for July 1st, 2017 right now), you will get a notification email that the email was blocked from being sent, and list what the email contained that marked it as sensitive. A notification report will also be sent to the security team.
- **What should you do if you believe the email blocking was done in error?**
 - Contact the IT Help Desk at 800-284-6017 or email JUD_ITHelpDesk@MT.GOV
- **When will Audit mode be turned off, and blocking of unencrypted sensitive emails begin?**
 - July 1st 2017 is the scheduled date to turn off Audit mode and begin blocking of unencrypted sensitive email. It is possible that the MT-ISAC Council will move this date up. There will be notifications sent out at least two weeks prior to turning off audit mode.
- **What can I do now to securely send email if I know it will contain sensitive information?**
 - Use the [Secure File Transfer Service](#).
 - There is an Outlook Add-In that would add Secure File Transfer Service as an icon in the Outlook application. With the Add-In you would click on Secure File Transfer icon within Outlook (not the Send button) to securely send sensitive email. Contact the IT Help Desk at 800-284-6017 or email JUD_ITHelpDesk@MT.GOV for more information.

Thank you,
Tim Kosena
IT Security Officer
Montana Supreme Court, Court Administrators Office
1-406-841-2958
tkosena@mt.gov

New Application for Review of Sentence

When an Application for Review of Sentence is received and filed, please email the following documents within 10 days to: SRDApplication@mt.gov

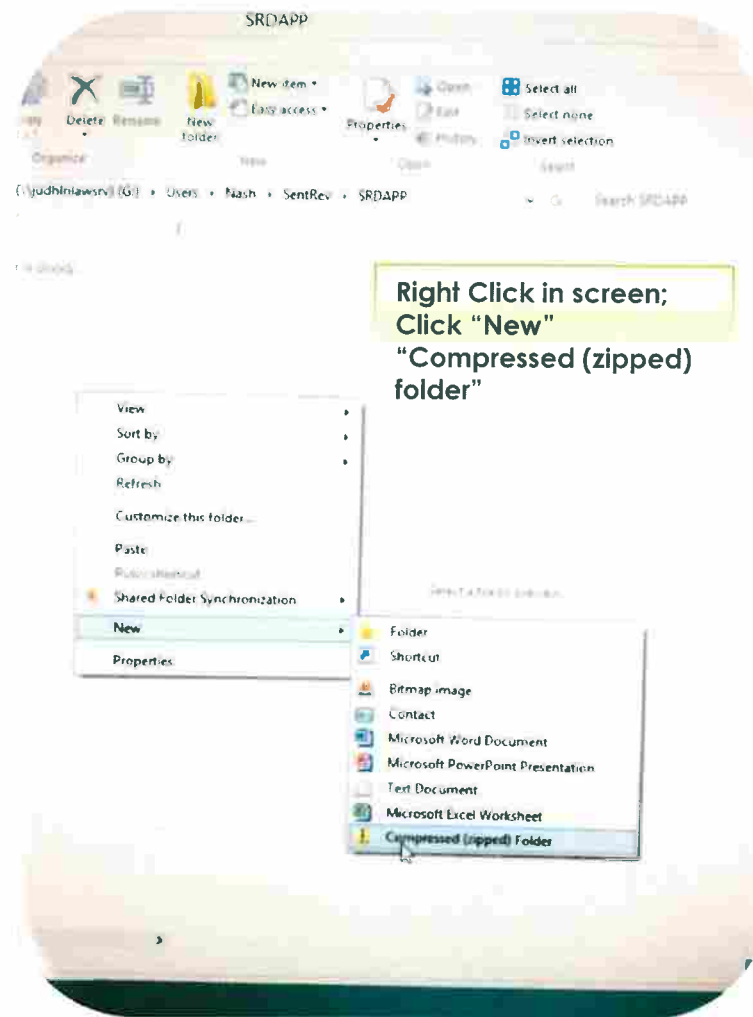
- **Application for Review of Sentence**
- **Notice of Right to Apply for Review of Sentence**
- **Case Register**

The Sentence Review Division's Office Administrator, Shelly Smith, or Administrative Assistant, Georgia Lovelady, will then respond to your email to request the documents needed for the Sentence Review File.

Instructions for Sending Documents

Windows Explorer

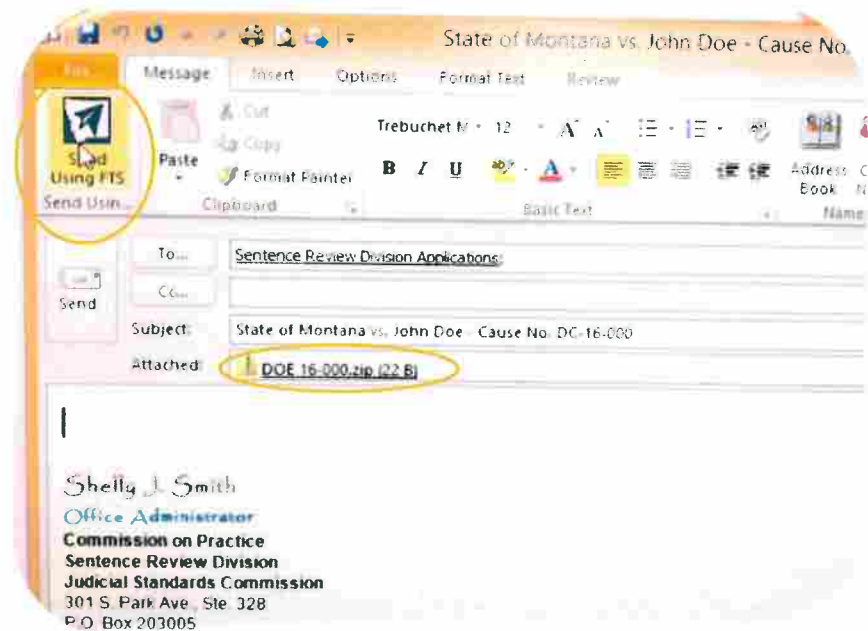
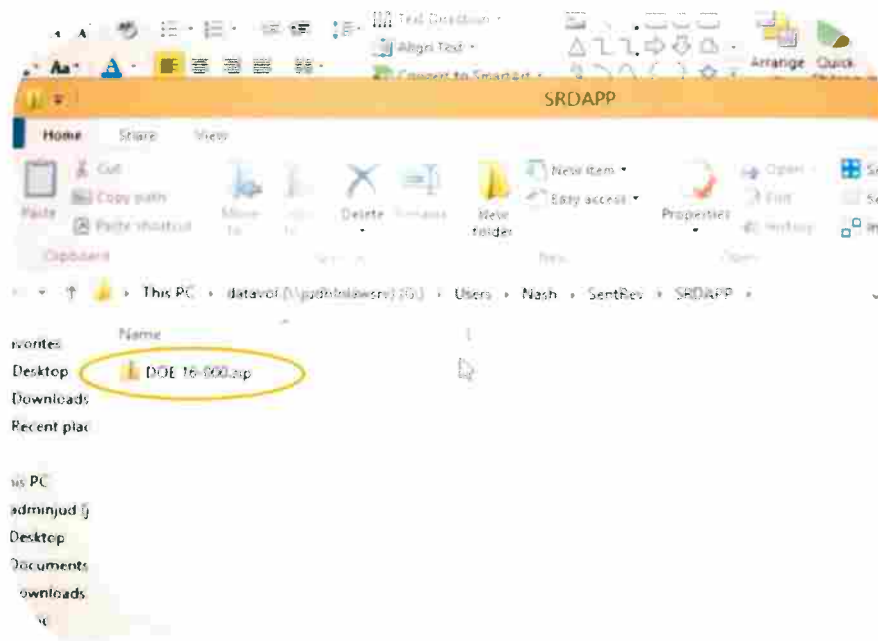
- In Windows Explorer add a **NEW Compressed (zipped) Folder**
- This will create a folder to put the requested **.pdf** documents in to send by **File Transfer System**.



Attach Compressed Folder to Email

Place .pdf documents in saved Zip Folder

In New Email drag and drop Compressed Zip Folder or use **Insert/Attach File**
Email To: SRDApplication@mt.gov and click **Send Using FTS.**

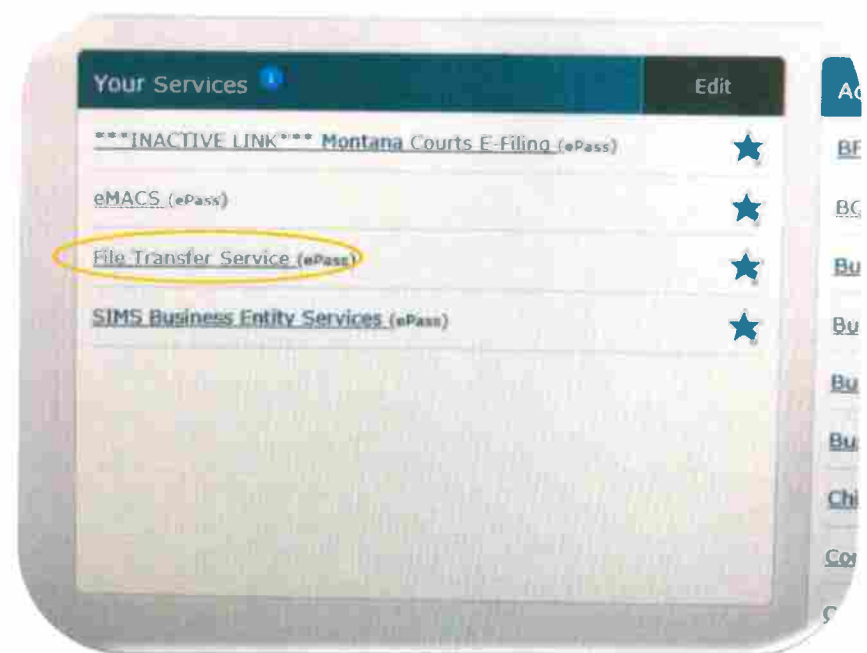
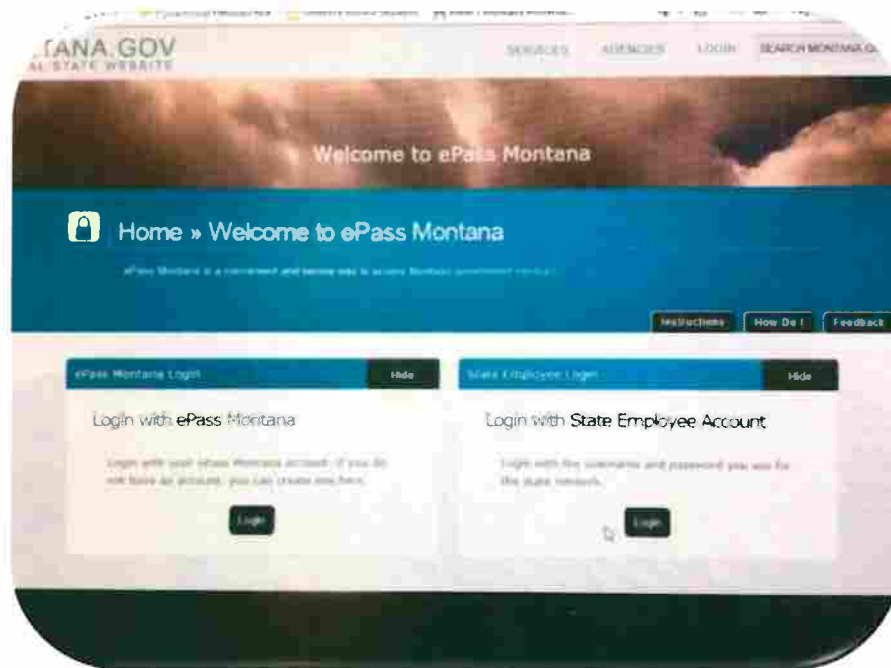


Signing in to ePass website

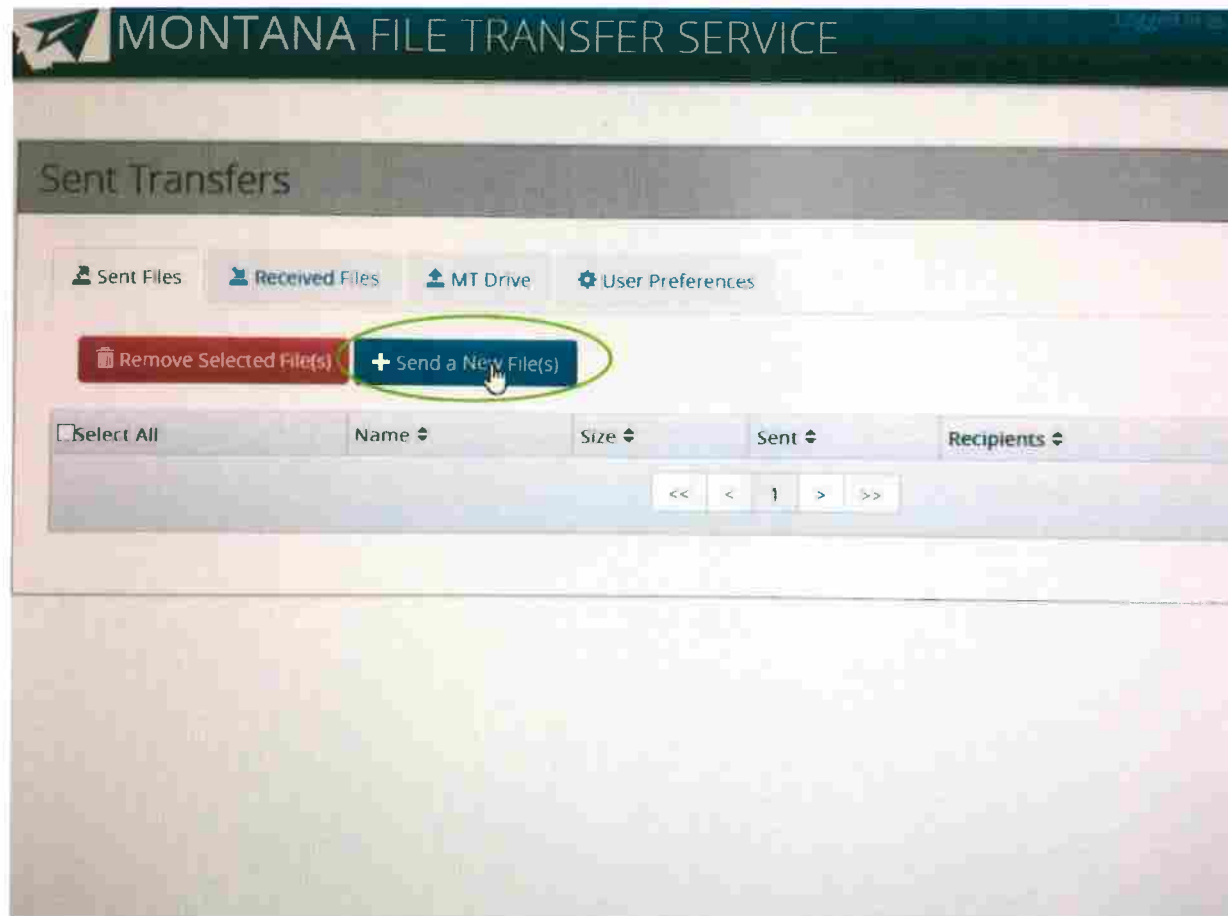
<https://transfer.mt.gov/Transfer>

Login with your **ePass Montana** or **State Employee Account**

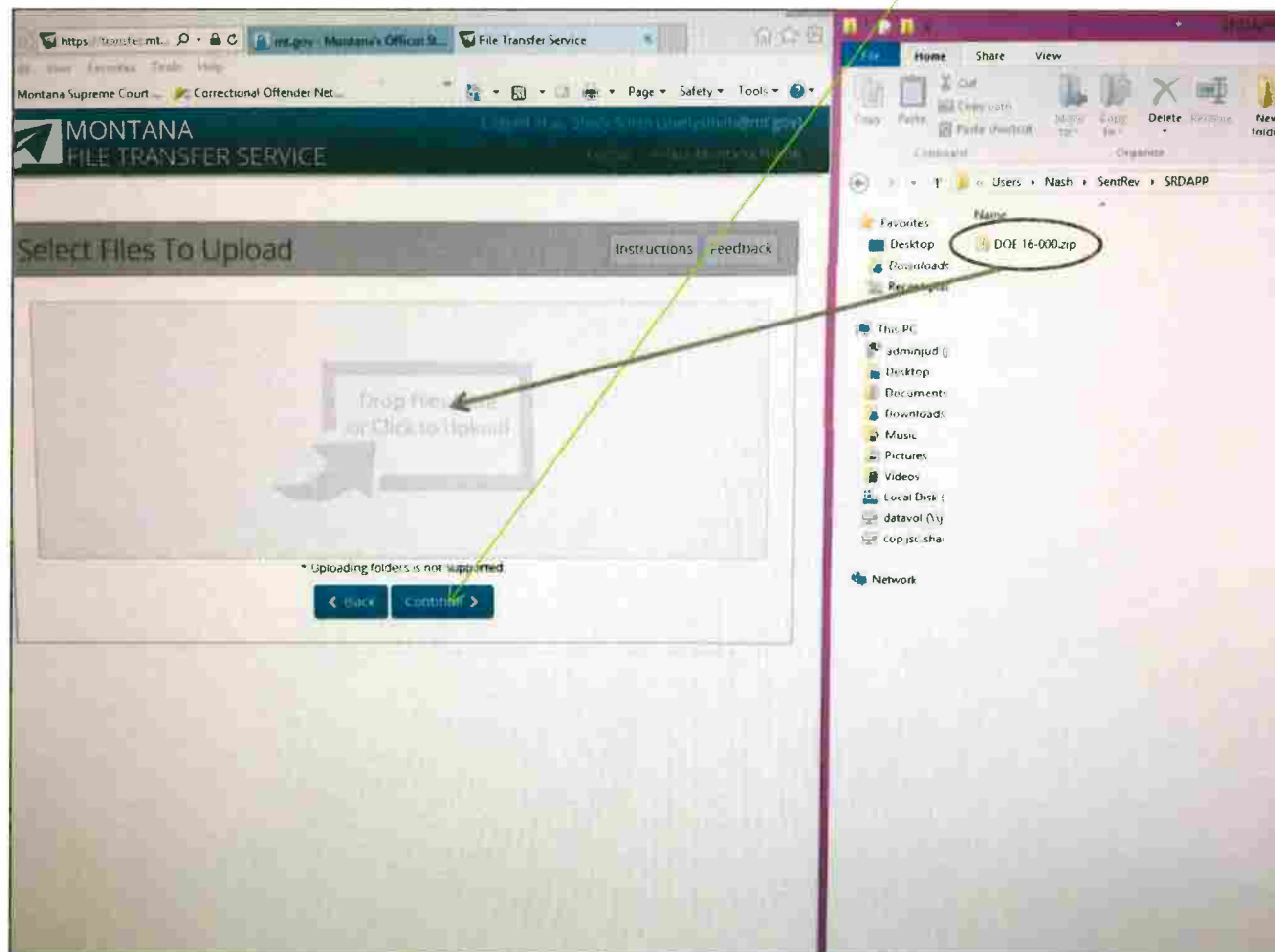
Once you are signed in with your Username and Password, then go to **Your Services** at the bottom left of the screen and click on **File Transfer Service (ePass)**.

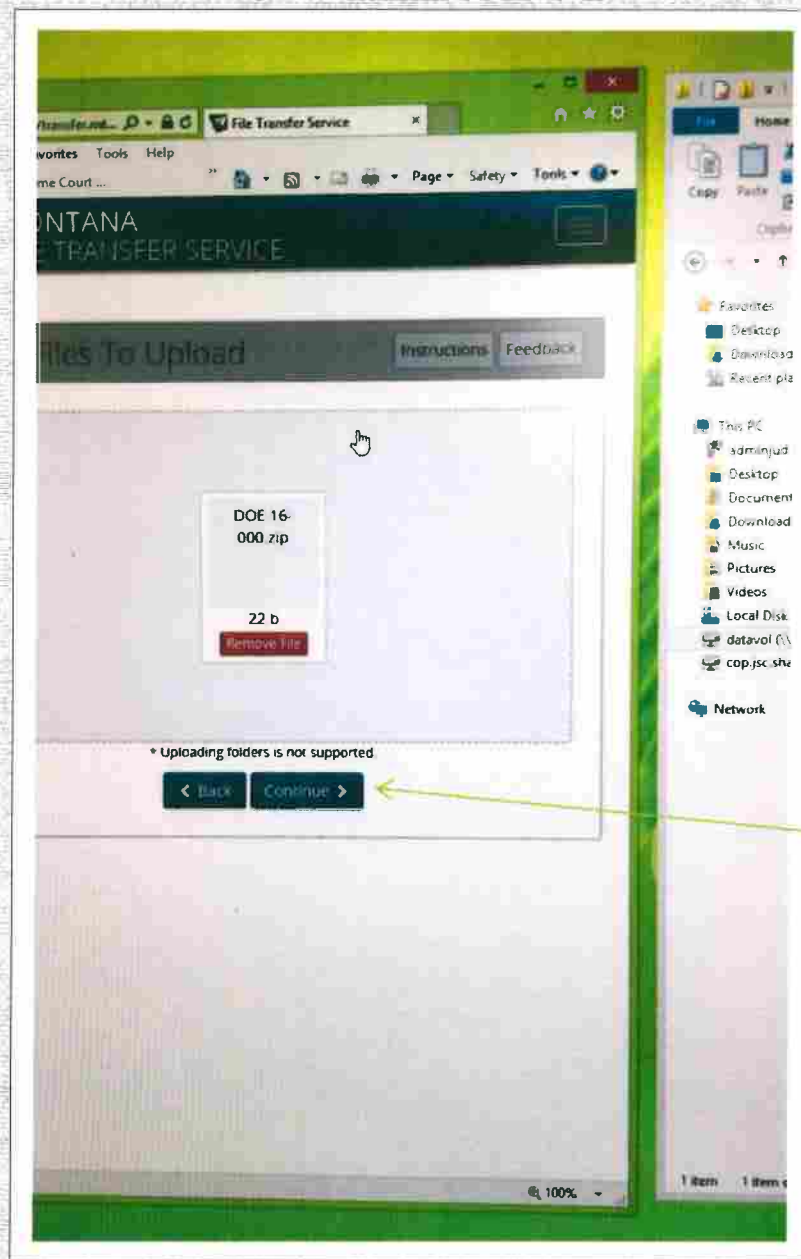


Click on **+Send a New File(s)**



At this point, have your **FTS** screen and **Windows Explorer** screen open side by side in order to **DRAG** the zip folder into the **Drop Files Here** box. Then click **Continue** >

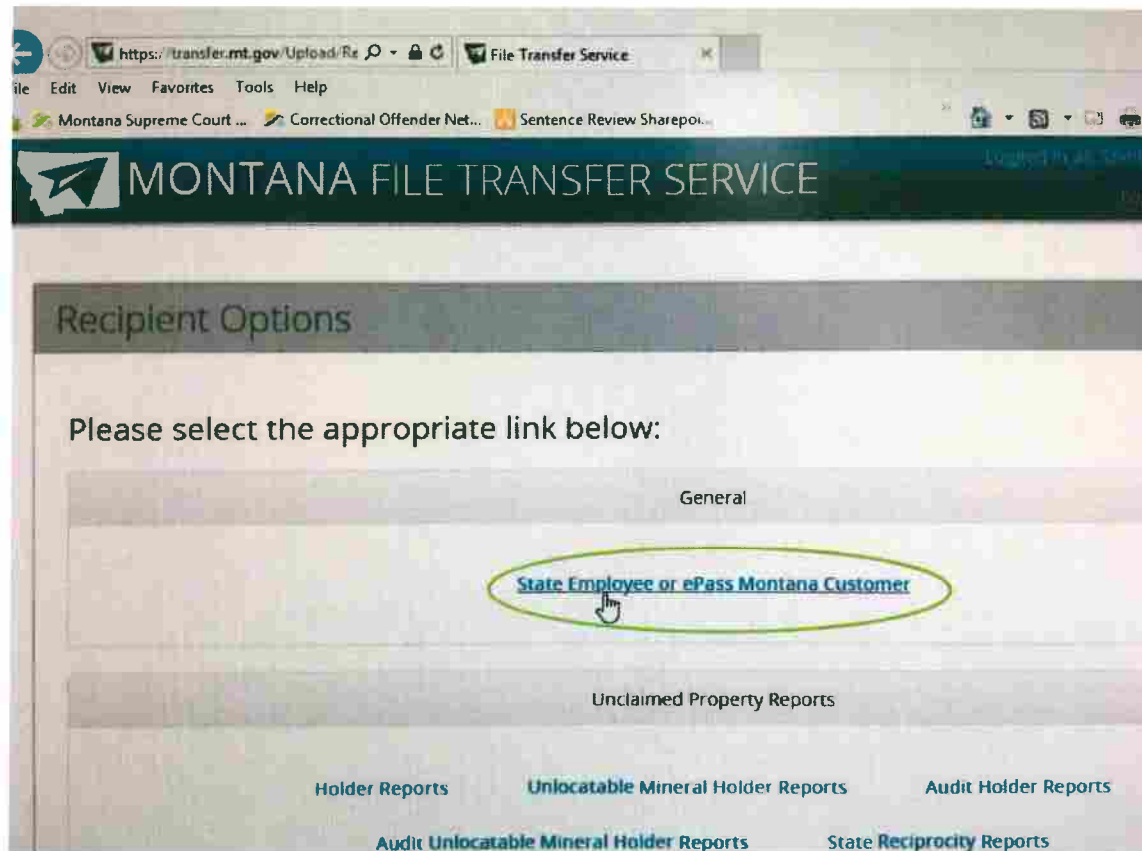




The File is now
attached and
ready to send

Click **Continue>** to go to the
next screen.

Recipient Options



Select [State Employee or ePass Montana Customer](#)

- At the "To:" type in srdapplication@mt.gov
- [Notice the File is attached under Recipients in "File(s)"]
- In the Message block you can put a message to the Sentence Review Division about the case file information.
- Then all that's left to do is click the "Send" button at the bottom.
- This will send the documents to the Sentence Review Division's Inbox as one document.

The screenshot shows the Montana File Transfer Service web interface. The browser address bar displays "https://transfer.mt.gov" and the page title is "File Transfer Service". The page header includes "MONTANA FILE TRANSFER SERVICE" and a login status "Logged in as: Tracy Smith (tracy.smith@mt.gov)".

The main content area is titled "Recipients" and includes a "To:" field with the email address "srdapplication@mt.gov" circled in yellow. Below this, there are links for "Find a State Employee" and "Find a State Group".

The "File(s)" section shows a file named "DOE 16-000216" circled in yellow. The "Message" section has a text input field with the placeholder "Enter a message for the Recipient(s)" circled in yellow.

At the bottom, there are three buttons: "Home", "Back", and "Send". The "Send" button is circled in yellow, with a green arrow pointing to it from the text "click the 'Send' button at the bottom" in the list.

Yellow arrows from the list point to the "To:" field, the "File(s)" section, the "Message" input field, and the "Send" button.

If you have any
questions on the
instructions or if you
have problems
sending the
documents file as
instructed, please
contact:

Shelly Smith

Office Administrator

Ph: 406-841-2976

Email: shellysmith@mt.gov

Montana Supreme Court
Sentence Review Division
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301 S. Park Ave., Suite 328
Helena, MT 59620-3005

Presentation by Shelly Smith

March 21, 2017